

**STANDING OPERATING PROCEDURES (SOP) FOR
HAZARDOUS MATERIAL (S) / HAZARDOUS WASTE
SPILL RESPONSE**

AREA II SUPPORT ACTIVITY

Prepared by:

U.S. Army Center for Health Promotion and Preventive Medicine, Pacific

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1. Purpose:

The purpose of the SOP for Hazardous Material(s)/Hazardous Waste Spill Response is to augment the Installation Spill Contingency Plan by providing brief, bilingual instructions to anyone who causes or discovers the release of hazardous material(s)/hazardous waste.

2. Scope:

This SOP is applicable to all Area II Support Activity (SA) activities that use hazardous material(s) and generate hazardous waste.

3. Authority:

Korean Environmental Governing Standards (KEGS) for Overseas Environmental Baseline Guidance Document, July 1997, Section 6-3.6.

4. Provisions:

Anyone involved in the discovery or release of hazardous material(s)/hazardous waste will follow the provisions of this SOP, including promptly notifying the fire department dispatcher at the appropriate phone number shown on page 4. Supervisors will insure that personnel involved in the management of hazardous material(s)/hazardous waste are familiar with the provisions of this SOP.

5. Responsibilities:

a. First Responder (Anyone causing or discovering the release): Follow the procedures described in this SOP, including reporting procedures.

b. Facility Incident Commander (FIC): Determine appropriate response action(s) and initiate the incident command system IAW the Area II SA Installation Spill Contingency Plan.

c. Environmental, Natural & Cultural Resources Division: Determine appropriate clean-up procedures and provide guidance to the organization Environmental Compliance Officer (ECO).

d. ECO: Once the FIC declares that the emergency has terminated, FIC or Environmental office representative will supervise the clean-up and insure that all wastes and clean-up debris are properly packaged, labeled and otherwise managed IAW the Area II SA Hazardous Waste Management Plan and chapter 6 of the KEGS.

6. Procedure:

a. What to do if you discover a leak or spill	See page 3
b. What to do if you are exposed to a hazardous chemical	See page 5
c. What to do in the event of a chemical fire	See page 6
d. Emergency evacuation procedure	See page 7

SPILL EMERGENCY PROCEDURES

WHAT TO DO IF YOU DISCOVER A LEAK OR SPILL:

- **Keep calm**, think, avoid panic and confusion.
- **Clear the area** to a safe distance from the spill.
- **Avoid** breathing, touching, tasting or any contact with the chemical or its vapors.
- **Do not** rely on your sense of smell to detect the presence of hazardous chemicals, since some chemicals may deaden your sense of smell and you won't smell anything, although you are actually being exposed.
- **Identify** the material by name, identification number (NSN number) and manufacturer, if you can do so safely.
- **Immediately call Fire and Emergency Services (F&ES).** Report the spill to Area II SA Environmental office and your unit ECO. F&ES phone numbers are shown on page 4. When calling, be prepared to give the following information:
 - ✓ Your name and telephone number
 - ✓ Number and type of injuries
 - ✓ Location of the spill
 - ✓ Identity of the spilled substance, if known
 - ✓ Source of the spill (i.e., drum, tank, container)
 - ✓ Quantity spilled
 - ✓ Time when spill occurred
 - ✓ Direction the spill is traveling
 - ✓ Any immediate threat to human health and safety or the environment

RESPONSE REGION	F&ES/ENVIRON – Contact Numbers
<ul style="list-style-type: none"> • Yongsan Garrison • Camp Colbern • Camp Market • Niblo Barracks • 8th Army Retreat Center • District Engineer Compound • Camp Gray Annex • Camp Morse • K-16 Airfield • Sungnam Golf Course • Command Post TANGO • Kimpo Postal Facility • Koryosan ASA • Camp Yongin 	<p>Fire department number for all facilities located in Area II -----117</p> <p>Environmental office, Area II----- DSN 724-6150/6151</p>

- **Check the MSDS**, if available, for any possible hazards.
- **Assist** any injured individual(s) when possible, without risking your own SAFETY.
- **Don't get in over your head!** Threatening situations call for immediate action; however, quick response in the wrong manner can cause you to become a victim.
- **Dam, dike, or absorb** leaking or spilled liquids to limit the spread of the liquid if you can do so safely. Avoid unnecessary risks of exposure.
- **Move** other materials or chemicals to avoid contamination or incompatible chemical reactions, if you can do so safely. Work quickly and retreat.
- **Isolate** the hazard by keeping yourself and others away and upwind from the area.

SPILL EMERGENCY PROCEDURES

WHAT TO DO IF YOU ARE EXPOSED TO A HAZARDOUS CHEMICAL:

- **Immediately** get medical attention.
- **Check** the MSDS for First Aid Instructions.
- **Follow** Emergency First-Aid Procedures:
 - For a corrosive chemical splash: Remove contaminated clothing and rinse skin with water for at least 15 minutes.
 - For splash in the eyes: Flush with water for 15 minutes, including under the lids.
 - For inhalation: Get fresh air immediately.
- **Don't** spread the contaminants.

SPILL EMERGENCY PROCEDURES

WHAT TO DO IN THE EVENT OF A CHEMICAL FIRE:

- **Call F&ES** immediately.
- **Spread** the word by shouting “**fire, fire, fire.**”
- **Move** injured people only if they are in danger and your safety is not compromised.
- **Notify** your immediate supervisor or the Safety Office.
- **Evacuate** to an elevated area.
- **Stay** upwind and do not eat, drink or smoke in the area.
- **Stop, drop and roll** if your clothes are on fire.

EMERGENCY EVACUATION PROCEDURES

The Facility Incident Commander (FIC) will notify supervisor(s) if an evacuation may be necessary. **Each** supervisor is responsible for directing employees and visitors in his/her work area to the proper exit and their assigned safe area outside of the building.

- **You should be familiar with these procedures before the need to evacuate the building or area.**
- **Be sure** you know **all exit** locations in the building and the safest and quickest way out of your work area. **Pre-designated** assembly areas for each work area should be posted.
- **When** an evacuation is announced, **stop work** and proceed to the nearest safe exit. **Do not run or linger** in entrance way or driveway.
- When evacuating your work area, **walk** to the nearest safe exit. **Do not run or linger** in entrance way or driveway.
- **Leave** the building and report to your designated assembly area (**if safe**) or to a safe area away from the building. **Report** to your supervisor once outside the building and follow his/her instructions. **Stay** in your assigned safe area until instructed otherwise.
- **Stay** outside the building until notified by your supervisor to re-enter.
- Each supervisor must conduct a “Head Count” and report to the IOSC when his/her employees have cleared the building and if anyone is missing.
- The FIC will notify the supervisors when it is safe to re-enter the building.

WHAT **NOT** TO DO DURING AN EVACUATION:

- **Do not** delay the evacuation process for any reason.
- **Do not** assist in fire control unless properly trained.
- **Do not** lock office doors when vacating the building. The Emergency Coordinator and emergency response personnel must have visual access to all areas to ensure that the building is clear of personnel.
- **Do not** interfere with emergency operations. **Keep out** of the way and stay clear of the building.
- **Do not** re-enter the building until instructed to do so.